

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby for library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Complex. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms. The entrance to the rest rooms should be visible from the Circulation Desk if possible. The rest rooms should also be close to the Friends' Bookstore and Coffee Shop.

ADJACENT:

Circulation Desk (Sight Lines) ✓
Public Entrance & Lobby ✓

CLOSE:

Conference Room ✓
Friends' Bookstore, Café, Coffee Shop & Gift Shop ✓
Meeting Room ✓
Circulation Desk ✓
Custodial Sink & Supply Closet ✓

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated
Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a



minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Circulation Desk will control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by



Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	7	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	2	0	0
Sink And Counter	8	0	0
Soap Dispenser	4	0	0
Stall	7	0	0
Urinal	2	0	0



MULTIPURPOSE ROOMS

3,836 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Meeting Rooms will be large or small, open, multi-purpose spaces with seating, a presenter's location, amplified sound, and projection capability. They should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. They will also provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Rooms Division is to the Library Entrance Division. Since the area might be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and Conference Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance

DIVISION SPACE SUMMARY

	Sq. Ft.
Large Multipurpose Room	1,566
Multipurpose Room A	595
Multipurpose Room B	595
Multipurpose Room Storage	360
Study / Conference Room C	440
Study / Conference Room D	280

TOTAL: 3,836



Large Multipurpose Room

1,566 Sq. Ft.

Functional Activity

The Multipurpose Room will provide space for library programming, staff conferences, continuing education, community meetings and literacy tutoring. The room will have AV presentation capabilities and network access.

Relationships

The Conference Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms, the Kitchenette and the AV, Chair and Table Storage Room. The Meeting Room should be nearby.

ADJACENT:

Public Entrance & Lobby ✓

CLOSE:

AV, Chair & Table Storage Room ✓

Library Café

Multipurpose Rooms ✓

Public Rest Rooms ✓

Study / Conference Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Conference Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Portable assistive listening technology may be substituted for permanently installed



technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in the Conference Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard



televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference Room.

Security

This area will have assigned staff who are charged with its supervision. The Conference Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	30	0	0
Cabinets, Below Counter (Lockable)	30	0	0
Chair, Conference Room	100	15	1,500
Clock	1	0	0
Intercom	1	0	0
Lectern	1	50	50
Presentation Center	1	0	0
Projection Screen, Wall Mounted	1	0	0
Table, Conference	16	0	0
Telephone Handset	1	0	0
Waste Basket	4	4	16



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Below Counter	6	0	0
Chair, Meeting Room - Stacking	25	20	500
Group Study Counter	1	40	40
Intercom	1	0	0
Lectern (w/ Space For A Portable Computer)	1	30	30
Presentation Center	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Table, Meeting Room	8	0	0
Telephone Handset	1	0	0
Video Conferencing System	1	25	25



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Below Counter	6	0	0
Chair, Meeting Room - Stacking	25	20	500
Group Study Counter	1	40	40
Intercom	1	0	0
Lectern (w/ Space For A Portable Computer)	1	30	30
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Table, Meeting Room	8	0	0
Telephone Handset	1	0	0
Video Conferencing System	1	25	25



Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Multipurpose Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here. This area may be divided into more than one storage area to accommodate preferred adjacencies to multipurpose and study/conference spaces.

Relationships

This room must be adjacent to the Multipurpose rooms and close to the Study/Conference Rooms so that equipment can be moved back and forth easily. Access to this room should be possible from the Multipurpose Rooms and Study / Conference Rooms without disturbing meetings or programs in either of the rooms.

ADJACENT:

Multipurpose Rooms
Study / Conference Rooms

CLOSE:

Friends/Facilities Service Desk

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes**CEILING:**

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Meeting Room, Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV distribution equipment is located in this room, the signal must be distributed



throughout the Meeting Room, Conference Room, and other specified locations in the library.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Audio Cassette Tape Player/Recorder	2	0	0
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	2	15	30
CD/Cassette Tape Player	1	0	0
Dolly, Chair	10	15	150
Dolly, Table	12	15	180
DVD Player	2	0	0
Laser Pointer	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavalier	1	0	0
Microphone, Table	1	0	0
Projector, Desktop	2	0	0
TV Monitor, 32"	2	0	0
TV/VCR Player	2	0	0



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Below Counter	15	0	0
Chair, Meeting Room - Stacking	18	20	360
Group Study Counter	2	40	80
Intercom	1	0	0
Presentation Center	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Portable AV & Computer LCD/DLP	1	0	0
Table, Meeting Room	6	0	0
Telephone Handset	1	0	0



Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	12	20	240
Group Study Counter	1	40	40
Intercom	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Desktop	1	0	0
Projector, Portable AV & Computer LCD/DLP	1	0	0
Table, Meeting Room	4	0	0
Telephone Handset	1	0	0



FUNCTIONAL ACTIVITY

The primary function of New Materials Browsing is for the display of new books, current magazines & newspapers, topical displays, and other portions of the popular library as appropriate. The New Materials Display Area will provide an attractive display of recent library acquisitions and current, popular materials in a comfortable setting. Comfortable lounge seating is included in this area.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Audio-Visual Library

CLOSE:

Children's Library
Circulation Services
Library Entrance

DIVISION SPACE SUMMARY**Sq. Ft.****New Book Display & Seating****344****TOTAL:****344**

Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 8

TECHNOLOGY WORKSTATIONS: 1

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

AV Collection & Seating ✓

CLOSE:

Children's Entrance (Interior) ✓

Circulation Desk ✓

Public Entrance & Lobby ✓

PROXIMITY:

Fiction Collection & Seating ✓

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The New Book Display Area will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the



Circulation Desk to the New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Public Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 58"H Bookstore Display Shelving	2	30	60
210 New Books			
Description of Furniture & Equipment Units			
Chair, Lounge	8	30	240
Computer Stand	1	20	20
Computer, OPAC Desktop	1	0	0
Table, Drum	2	12	24
Waste Basket	1	0	0



REFERENCE SERVICES

540 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction section of the Adult/Teen Collections must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Teen Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

CLOSE: Local History Collection
 Non-Fiction Collection

PROXIMITY:
 Circulation Services
 Library Entrance
 Periodicals Collection
 Teen Services

AWAY:
 Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Copy Center		50
Customer Assistance Desk		100
Reference Collection & Seating		390
TOTAL:		540



Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials or materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Circulation Services Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Circulation Desk ✓
Public Entrance & Lobby

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed



room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Copier, B&W Freestanding	1	40	40
Recycling Bin	1	10	10
Vendor Card Encoder/Dispenser	1	0	0
Vendor Card Reader	1	0	0



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Relationships

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Workroom for easy access by staff. The Desk should also be close to the Computer Lab/Training Room, the Non-Fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC) ✓
Reference Collection & Seating ✓

CLOSE:

Copy Center (Reference Services) ✓
Adult/Teen Collection & Seating ✓

AWAY:

Children's Library ✓

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The Customer Assistance Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Customer Assistance Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Customer Assistance Desk is the central surveillance point for the Reference, Adult/Teen and Periodicals Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Customer Assistance") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Hand-Held	2	0	0
Book Truck	2	10	20
Chair, Task	2	0	0
Computer, Staff Desktop	2	0	0
Intercom	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Telephone Handset	2	0	0
Waste Basket	2	0	0
Workstation, Reference Counter	2	40	80



Furniture & Equipment and Shelving Units

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Relationships

The Reference Collection and Seating Area must be adjacent to the Customer Assistance Desk and close to the OPACs and the Copy Center. While the Reference Collection is an extension of the Adult/Teen Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT:

Customer Assistance Desk ✓

CLOSE:

Copy Center (Reference Services) ✓
On-line Public Access Catalog (OPAC) ✓

PROXIMITY:

Adult/Teen Collection & Seating ✓

AWAY:

Children's Library

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks).



The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	6	20	120
900 Reference			
Description of Furniture & Equipment Units			
Atlas Case	1	25	25
Chair, Reader's	4	0	0
Dictionary Stand	1	10	10
File Cabinet, Lateral (Four Drawer)	2	20	40
Map Case	1	35	35
Table, Reader's	1	80	80
Technology Carrel	2	40	80



Furniture & Equipment and Shelving Units

UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
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SPECIAL COLLECTIONS	Sq. Ft.
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DIVISION SPACE SUMMARY	Sq. Ft.
Special Collections & Seating	N/A
TOTAL:	N/A



Special Collections & Seating

0 Sq. Ft.

Functional Activity

This collection may be oriented toward support of the Interpretive Center, and focused on natural resources and local history in the area associated with the Bay, tides, wetlands, etc.

Furniture & Equipment and Shelving Units

UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
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Description of Furniture & Equipment Units



TECHNOLOGY LAB

672 Sq. Ft.

DIVISION SPACE SUMMARY

Sq. Ft.

Homework Center/Adult Learning Center

672

TOTAL:

672



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation Task	26	0	0
Computer, Public Desktop	26	0	0
Group Study Counter	2	55	110
Presentation Center	1	0	0
Printer, Ink-Jet (Color)	1	0	0
Shelving, SF 60"h Wood W/ 4 Shelves	3	14	42
Technology Carrel	13	40	520



FUNCTIONAL ACTIVITY

The function of this division is to provide services to teens (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and lounge areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the adult library. In this space, the needs of teens can be met with special collections, limited privacy, and the ability for teens to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. The YA Division should also be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Audio-Visual Library

PROXIMITY:

Circulation Services

Reference Services

AWAY:

Children's Library

DIVISION SPACE SUMMARY		Sq. Ft.
Teen Collections & Seating		699
TOTAL:		699



Functional Activity

Young adults will congregate in this space to find paperback books and current magazines and comics, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Relationships

The Young Adult Collection and Seating area should be adjacent to both Study/Tutoring Rooms in the Young Adult Division and close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

ADJACENT:

Study/Tutoring Rooms (Young Adult Services) ✓

PROXIMITY:

Customer Assistance Desk ✓

AWAY:

Children's Entrance ✓

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering with tackable acoustical panels; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60"



wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.



To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window-wall should provide unobstructed views of the occupants in the room from the Circulation and/or Reference Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection category names, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	2	20	40
720 Young Adult Paperbacks			
44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves	3	3	9
35 Young Adult Current Magazines			
Description of Furniture & Equipment Units			
Chair, Lounge	1	35	35
Chair, Technology Workstation Task	6	0	0
Computer, Public Desktop	6	0	0
Printer, Laser (B&W)	1	0	0
Sofa (2 Seat)	6	55	330
Table, Drum	3	5	15
Technology Carrel	6	45	270



Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Inventory Items:</u>			
Atlas Case	1	25	25
Audio Cassette Tape Player/Recorder	2	0	0
Audio Teleconferencing System	1	0	0
AV Bin, Depressible	1	12	12
AV/Technology Equipment Cart, Large	3	15	45
Bar Code Reader, Fixed Mount	2	0	0
Bar Code Reader, Hand-Held	6	0	0
Bench (2 Person)	1	15	15
Bench (2 Person)	2	15	30
Bench, Lobby (2 Person)	2	0	0
Book Bin, Depressible	1	12	12
Book Truck	15	8	120
Book Truck	22	10	220
Bottled Water Dispenser	1	8	8
Box, Cardboard	14	4	56
Bulletin Board	2	0	0
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter	52	0	0
Cabinets, Above Counter (Lockable)	30	0	0
Cabinets, Below Counter	55	0	0
Cabinets, Below Counter (Lockable)	38	0	0
Carpet Cleaning Machine	1	0	0
Case, Exhibit	10	35	350
Case, Floor Display	8	30	240
Cash Register	3	0	0
CD/Cassette Tape Player	2	0	0
Chair, Café	22	0	0
Chair, Child's	4	0	0
Chair, Child's Lounge	4	20	80
Chair, Conference Room	2	0	0
Chair, Conference Room	100	15	1,500
Chair, Group Study	12	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Chair, Lounge	12	30	360
Chair, Lounge	4	35	140
Chair, Lounge	10	40	400
Chair, Meeting Room - Stacking	80	20	1,600
Chair, Reader's	4	0	0
Chair, Rocking	1	20	20
Chair, Supervisor's	1	0	0
Chair, Task	15	0	0
Chair, Technology Workstation	3	0	0
Chair, Technology Workstation Task	35	0	0
Chair, Visitor's	1	0	0
Cleaning Cart	1	0	0
Clock	5	0	0
Coffee Bar Cart	1	100	100
Coffee Maker/Urn	2	0	0
Coffee Thermos	4	0	0
Commode	8	0	0
Commode	1	35	35
Computer Server, Mini (CPU)	1	0	0
Computer Stand	4	20	80
Computer, OPAC Desktop	4	0	0
Computer, Public Desktop	44	0	0
Computer, Staff Desktop	11	0	0
Copier, B&W Freestanding	1	40	40
Credenza	1	25	25
Cushion, Floor	10	10	100
Desk, Bookstore	1	60	60
Diaper Changing Counter	2	0	0
Diaper Changing Counter	1	20	20
Dictionary Stand	1	10	10
Directory	1	0	0
Dishwasher	1	15	15
Dolly, Chair	10	15	150
Dolly, Table	12	15	180
Donor Recognition Wall	1	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Drinking Fountain	2	0	0
DSU/CSU Telecommunications Device	1	0	0
DVD Player	3	0	0
File Cabinet, Lateral (Four Drawer)	4	20	80
File Cabinet, Vertical (Four Drawer)	1	14	14
File Cabinet, Vertical (Two Drawer)	9	14	126
Fire Extinguisher, Halon	1	0	0
Fireplace	1	50	50
First Aid Kit	2	0	0
Flip Chart With Stand	1	10	10
Floor Area Storage	37	10	370
Garbage Bin, Interior	1	0	0
Garbage Bin, Interior	1	10	10
Garbage Bin, Interior	1	15	15
Group Study Counter	5	40	200
Group Study Counter	2	55	110
Hand Dryer	4	0	0
Hand Truck	1	0	0
Hot Water Urn	1	0	0
In & Out Board	1	0	0
Intercom	8	0	0
Key Cabinet	2	0	0
Kiosk, Electronic	5	40	200
Kiosk, Electronic	2	50	100
Label Maker	1	0	0
Ladder, Extension	1	0	0
Ladder, Step	1	0	0
Laser Pointer	1	0	0
Lectern	1	50	50
Lectern (w/ Space For A Portable Computer)	2	30	60
Lobby Open Space	50	10	500
Locker	5	5	25
Map Case	1	35	35
Mat, Anti-fatigue	2	0	0
Microphone, Floor	1	0	0



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

Microphone, Lavalier	1	0	0
Microphone, Table	1	0	0
Microwave Oven	1	0	0
Mirror, With Shelf	4	0	0
Mop Bucket	1	0	0
Paper Cup Dispenser	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser	8	0	0
Presentation Center	4	0	0
Printer Stand	1	20	20
Printer, Ink-Jet (B&W)	3	0	0
Printer, Ink-Jet (B&W)	2	80	160
Printer, Ink-Jet (Color)	1	0	0
Printer, Laser (B&W)	3	0	0
Printer, Receipt	2	0	0
Projection Screen, Motorized Ceiling	4	0	0
Projection Screen, Wall Mounted	2	0	0
Projector, Ceiling Mounted	3	0	0
Projector, Desktop	3	0	0
Projector, Portable AV & Computer LCD/DLP	2	0	0
Puppet Theater	1	35	35
Queuing Space (Per Person)	5	6	30
Rack, Literature Display Handout	1	0	0
Recycling Bin	2	10	20
Recycling Bin	2	15	30
Refrigerator	2	20	40
Safe, Data / Tape Carrier	1	0	0
Safe, Floor	1	0	0
Security System Book Desensitizer	2	0	0
Security System Book Resensitizer	4	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Media Desensitizer	2	0	0
Security System Media Resensitizer	3	0	0
Self Check-Out Counter	3	35	105
Self Check-Out Machine	3	0	0



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Service Desk	1	100	100
Shelving, DF 58"h Bookstore Display	6	32	192
Shelving, Industrial	1	0	0
Shelving, Industrial	6	15	90
Shelving, SF 60"h Steel W/ 5 Shelves	8	12	96
Shelving, SF 60"h Wood W/ 4 Shelves	3	14	42
Shelving, SF 66"h Steel W/ 5 Shelves	1	12	12
Shelving, SF 84"h Steel W/ 6 Shelves	6	12	72
Sign, Announcement	5	0	0
Sink	2	18	36
Sink And Counter	8	0	0
Sink And Counter	1	20	20
Sink And Counter	1	35	35
Sink, Mop	1	0	0
Soap Dispenser	7	0	0
Sofa (2 Seat)	14	55	770
Stall	7	0	0
Stool, Child's	8	15	120
Stool, Kick-Step	12	0	0
Storage Cabinet	1	18	18
Storage Cabinet, Hazardous Materials	1	0	0
Supply Cabinet	2	15	30
Table, Café	5	40	200
Table, Café	3	65	195
Table, Children's	1	75	75
Table, Conference	16	0	0
Table, Drum	3	5	15
Table, Drum	5	10	50
Table, Drum	2	12	24
Table, Group Study	2	175	350
Table, Meeting Room	26	0	0
Table, Reader's	1	80	80
Table, Work	1	170	170
Technology Carrel	2	25	50
Technology Carrel	25	40	1,000



Furniture and Equipment

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
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Inventory Items:

Technology Carrel	6	45	270
Technology Carrel, Adjustable (Manual) Height	2	45	90
Telecommunications Backboard	1	0	0
Telephone Central Station	2	0	0
Telephone Handset	32	0	0
Telephones, Public Pay (2 Heights)	1	0	0
Tool Box	1	0	0
Toy Bin	1	30	30
TV Monitor, 32"	3	0	0
TV/VCR Player	2	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Urinal	2	0	0
Vacuum Cleaner, Dry Upright	1	0	0
Vending Machine	2	20	40
Vendor Card Encoder/Dispenser	1	0	0
Vendor Card Reader	1	0	0
Video Cassette Player/Recorder	1	0	0
Video Conferencing System	2	25	50
Waste Basket	23	0	0
Waste Basket	18	4	72
White Board	7	0	0
Workstation, Branch Manager's Office System	1	80	80
Workstation, Café Service Counter	1	65	65
Workstation, Children's Office System	1	110	110
Workstation, Circulation Check-In Counter	3	40	120
Workstation, Circulation Check-In Desk	1	50	50
Workstation, Circulation Patron Registration Desk	1	50	50
Workstation, Clerical Office System	4	40	160
Workstation, Clerical Office System	2	90	180
Workstation, Coffee Shop Counter	2	55	110
Workstation, Food Preparation Counter	1	30	30
Workstation, Food Preparation Counter	1	40	40
Workstation, Friends' Work Office System	1	40	40
Workstation, Reference Counter	2	40	80



Furniture and Equipment

UNIT	UNIT	EXTENDED
QTY	Sq. Ft.	Sq. Ft.

Inventory Items:

<u>Inventory Sub-Total:</u>	<u>13,987</u>
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Shelving Units:

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	4	18	72
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	7	18	126
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	13	18	234
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1	12	12
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	4	12	48
42" Aisle DF 58"H Bookstore Display Shelving	2	30	60
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	6	20	120
42" Aisle DF 84"H Steel Shelving W/ 12 Shelves	4	20	80
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	72	20	1,440
44" Aisle SF 61"H Newspaper Cascading Display W/10 Shelves	1	7	7
44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves	7	3	21
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	3	14	42
48" Aisle SF 58"H Bookstore Display Shelving	10	25	250
Compact Disc, CD-ROM & DVD Display Browser	7	24	168

<u>Shelving Sub-Total:</u>	<u>2,680</u>
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Total Net Assignable SqFt for Furniture and Equipment:	<u>16,667</u>
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Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>73.02%</u>	<u>31,400</u>	<u>25.32%</u>	<u>23,448</u>	<u>9.2</u>
Browsing					
New Books	0.98%	420	50.00%	210	5
Fiction					
Fiction	17.67%	7,600	40.00%	4,560	8
International Languages					
International Languages	6.70%	2,880	40.00%	1,728	10
Non-Fiction					
Non-Fiction	39.53%	17,000	15.00%	14,450	8
Paperbacks					
Paperbacks	2.33%	1,000	40.00%	600	12
Reference					
Reference	2.09%	900	0.00%	900	7
Special					
Special Books	0.93%	400	30.00%	280	8
Young Adult					
Young Adult Paperbacks	2.79%	1,200	40.00%	720	12
<u>Children/Juvenile</u>	<u>26.98%</u>	<u>11,602</u>	<u>32.66%</u>	<u>7,813</u>	<u>13.4</u>
Children's New Books					
New Books (Face Out)	0.47%	200	50.00%	100	1
Children's Picture Books					
Children's Picture Books	6.14%	2,640	50.00%	1,320	20
Children's Special Books					
Children's Special Books	0.38%	162	30.00%	113	20
Juvenile Fiction					
Juvenile Fiction	7.91%	3,400	30.00%	2,380	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	12.09%	5,200	25.00%	3,900	13
Totals:	<u>100.00%</u>	<u>43,002</u>	<u>27.30%</u>	<u>31,261</u>	<u>9.2</u>



Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Combined (Adult & Children)	<u>100.00%</u>	<u>5,570</u>	<u>46.34%</u>	<u>2,989</u>	<u>25</u>
Audio Book Compact Disc					
Audio Book CD (CD ROM)	24.42%	1,360	35.00%	884	25
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	27.11%	1,510	50.00%	755	25
DVD					
DVD	48.47%	2,700	50.00%	1,350	25
Totals:	<u>100.00%</u>	<u>5,570</u>	<u>130.47%</u>	<u>2,989</u>	<u>25</u>



Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>91.67%</u>	<u>220</u>	<u>0.00%</u>	<u>220</u>	<u>2</u>
Back Issue Magazines					
Back Issue Magazines	47.92%	115	0.00%	115	2
Current Magazines					
Current Magazines	25.00%	60	0.00%	60	1
Current Newspapers					
Current Newspapers	4.17%	10	0.00%	10	1
Young Adult Current Magazines					
Young Adult Current Magazines	14.58%	35	0.00%	35	1
<u>Children/Juvenile</u>	<u>8.33%</u>	<u>20</u>	<u>0.00%</u>	<u>20</u>	<u>1</u>
Children's Current Magazines					
Children's Current Magazines	8.33%	20	0.00%	20	1
Totals:	<u>100.00%</u>	<u>240</u>	<u>0.00%</u>	<u>240</u>	<u>2</u>



Shelving the Library's Collections

TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY UNIT

TOTAL
SqFt

Book

ADULT/YOUNG ADULT

23,448 10.5 -- -- 1,775

Fiction

42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 4,560 8 16 20 320

International Languages

42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 1,728 10 5 20 100

New Books

42" Aisle DF 58"H Bookstore Display Shelving 210 5 2 30 60

Non-Fiction

42" Aisle DF 90"H Steel Shelving W/ 12 Shelves 14,450 8 51 20 1,020

Paperbacks

42" Aisle DF 84"H Steel Shelving W/ 12 Shelves 600 12 2 20 40

Reference

42" Aisle DF 66"H Steel Shelving W/ 8 Shelves 900 7 6 20 120

Special Books

48" Aisle SF 58"H Bookstore Display Shelving 280 8 3 25 75

Young Adult Paperbacks

42" Aisle DF 84"H Steel Shelving W/ 12 Shelves 720 12 2 20 40

CHILDREN/JUVENILE

7,813 13.4 -- -- 619

Children's Picture Books

36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 1,320 20 4 18 72

Children's Special Books

36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 113 20 1 12 12

Juvenile Fiction

36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 2,380 13 7 18 126

Juvenile Non-Fiction

36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3,900 13 13 18 234

New Books (Face Out)

48" Aisle SF 58"H Bookstore Display Shelving 100 1 7 25 175

Totals for Book:

31,261 11.62 -- -- 2,394



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT **SqFt/**
QTY **UNIT**

TOTAL
SqFt

Multimedia

COMBINED (ADULT & CHILDREN'S)

2,989

25

--

--

168

Audio Book CD (CD ROM)

Compact Disc, CD-ROM & DVD Display Browser

884

25

2

24

48

Audio Compact Disc (CD)

Compact Disc, CD-ROM & DVD Display Browser

755

25

2

24

48

DVD

Compact Disc, CD-ROM & DVD Display Browser

1,350

25

3

24

72

Totals for Multimedia:

2,989

25

--

--

168



TYPE

CATEGORY

Volume Type
Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY UNIT

TOTAL
SqFt

Periodical

ADULT/YOUNG ADULT

220 2 -- -- 76

Back Issue Magazines

36" Aisle SF 90"H Steel Shelving W/ 6 Shelves

115 2 4 12" 48

Current Magazines

44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves

60 1 4 3 12

Current Newspapers

44" Aisle SF 61"H Newspaper Cascading Display W/10 Shelves

10 1 1 7 7

Young Adult Current Magazines

44" Aisle SF 66"H Cascading Magazine Display W/15 Shelves

35 1 3 3 9

CHILDREN/JUVENILE

20 1 -- -- 42

Children's Current Magazines

44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve

20 1 3 14 42

Totals for Periodical:

240 2 -- -- 118

